



# Maine Department of Education

## Data Reporting Policy

**Issue Date:** July 7, 2017

**Revised Date:** March 1, 2020

### **Purpose:**

This policy will ensure that data reported for policy determination and public reporting will be accurate and transparent.

### **Scope:**

All Maine Department of Education (MDOE) employees responsible for compiling, reporting or analyzing data are subject to this policy. This policy extends to all data requests made to the Maine Department of Education as well as compliance submissions for Federal reporting requirements.

### **Policy Statement:**

All data reported outside of the MDOE should adhere to the defined guidelines to ensure accurate and consistent public presentation.

### **Statute Reference:**

Not Applicable

### **Definitions:**

**Data sets** are defined groupings of data for each public report.

**Metadata** is a set of data that describes and gives information about other data.

**Publication** is the release of any data set external to the MDOE including the MDOE website.

### **Responsibilities:**

All employees will adhere to this policy and comply with the *Data Retrieval Policy*. It is also the responsibility of all employees to report media, legislative and public requests to the appropriate party per the *Freedom of Access Act (FOAA) Standard Operating Policy*.

### **Procedure:**

#### **Format:**

Excel data presentations should use the template (Appendix A). Raw data should be placed in a pivot table or visual chart for easy consumption. If the data set is included in a workbook, each tab will be named to distinguish raw data from analytic processing. Each table and chart should have a title for the data set presented. All data series will be clearly labeled.



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CSV files generated will be labeled per file specifications presented in the request specification (please see *Data Retrieval Policy*).

Documents and visualization software that include clipped or embedded tables and charts will be captioned or footnoted with metadata.

All data published should use the prescribed MDOE color schemes and fonts as described on the [MDOE SharePoint](#) site.

## Metadata:

A supplemental tab, appendix, or citation of metadata should be included with each data set or report. The metadata should include a notation of the data sources, data types, and dates of collection (i.e. – NEO Staff, December 1, 2017). Notations will also be made regarding filter parameters used (i.e. – public schools, FTE personnel) and the applicable use of the data (i.e. internal or public).

## Publication:

Refreshable spreadsheets should only be used internally. A version should be saved with the data connections removed. All data is subject to the *Public Reporting Data Suppression Policy* before publication.

## Delivering data:

All delivered data must follow OIT data transfer policies found here: <https://www.maine.gov/oit/policies/>. All transfers that contain personally identifiable information must be encrypted. Aggregated and deidentified data sets can be emailed directly or loaded to the website after any necessary suppression has been applied.

## Document History & Distribution:

This document will be distributed to Maine DOE staff and posted on the Maine Data Warehouse web page.

Version	Revision Log	Date
Version 1.0	Initial Publication	July 7, 2017
Version 1.1	Reformatted Publication	March 1, 2020
Appendix A	Reporting Template (Excel)	March 1, 2020

Date: March 1, 2020

Division Director Signature: Joanne Allen

Date: March 1, 2020

Commissioner Signature: [Signature]

## Certificate Of Completion

Envelope Id: 9A7F5A1A51064DB19961B3CA1380751E

Status: Completed

Subject: Please DocuSign This Document

Source Envelope:

Document Pages: 2

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Joanne Allen

AutoNav: Enabled

joanne.allen@maine.gov

Envelopeld Stamping: Disabled

IP Address: 10.103.56.201

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

## Record Tracking

Status: Original

Holder: Joanne Allen

Location: DocuSign

3/27/2020 11:05:14 AM

joanne.allen@maine.gov

### Signer Events

### Signature

### Timestamp

Joanne Allen

joanne.allen@maine.gov

Joanne Allen

Security Level: Email, Account Authentication (None)

*Joanne Allen*

Signature Adoption: Pre-selected Style

Using IP Address: 198.182.163.102

Sent: 3/27/2020 11:05:15 AM

Viewed: 3/27/2020 11:05:28 AM

Signed: 3/27/2020 11:05:48 AM

Freeform Signing

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

### Witness Events

### Signature

### Timestamp

### Notary Events

### Signature

### Timestamp

### Envelope Summary Events

### Status

### Timestamps

Envelope Sent

Hashed/Encrypted

3/27/2020 11:05:15 AM

Certified Delivered

Security Checked

3/27/2020 11:05:28 AM

Signing Complete

Security Checked

3/27/2020 11:05:48 AM

Completed

Security Checked

3/27/2020 11:05:48 AM

### Payment Events

### Status

### Timestamps

## Certificate Of Completion

Envelope Id: 15D11331D93A43EA9E53CF3A23E9B03D

Status: Completed

Subject: Please DocuSign This Document

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Daniel A. Chuhta

AutoNav: Enabled

Daniel.Chuhta@maine.gov

Envelopeld Stamping: Disabled

IP Address: 162.248.184.11

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

## Record Tracking

Status: Original

Holder: Daniel A. Chuhta

Location: DocuSign

3/31/2020 1:38:50 PM

Daniel.Chuhta@maine.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Carahsoft OBO Maine Department of Education

Location: DocuSign

## Signer Events

## Signature

## Timestamp

Daniel A. Chuhta

Daniel.Chuhta@maine.gov

Deputy Commissioner

Maine Department of Education

Security Level: Email, Account Authentication (None)



Signature Adoption: Uploaded Signature Image

Using IP Address: 198.182.163.102

Sent: 3/31/2020 1:38:52 PM

Viewed: 3/31/2020 1:39:05 PM

Signed: 3/31/2020 1:40:38 PM

Freeform Signing

## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent

Hashed/Encrypted

3/31/2020 1:38:52 PM

Certified Delivered

Security Checked

3/31/2020 1:39:05 PM

Signing Complete

Security Checked

3/31/2020 1:40:38 PM

Completed

Security Checked

3/31/2020 1:40:38 PM

## Payment Events

## Status

## Timestamps